



**Waukesha County Federated Library System**  
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Thomas J. Hennen Jr.  
System Director  
<http://www.wcfls.lib.wi.us/>

### **Regular Board Meeting**

**DATE:** May 17, 2011

**TIME:** 6:00 p.m. (note time!!!)

**PLACE:** Town Hall Library, North Lake

### **AGENDA**

- 1) Call to order
- 2) Roll call
- 3) Comments from the public
- 4) Disposition of minutes
- 5) Bills and financial report - Action
- 6) Reports: APL, Waukesha P.L., Staff, Director's report
- 7) Trustee Dinner contracts – Action
- 8) Contract for mobile device catalog application – Action
- 9) Strategic Plan – Final version – Discussion
- 10) New Issues- Discussion
- 11) Adjourn
- 12) Next meeting: June 21, 2011 at Elm Grove

If you require a sign language interpreter, assistive listening devices, or other accommodations to participate in this meeting, please contact the Waukesha County Federated Library System office (896-8080 or 896-8089 TDD) at least 72 hours in advance.

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**Attachments:** County required Strategic Plan (final version); Summer meeting schedule

## Administrative & Staff Reports – May 2011

### Tom Hennen

1. **Budget.** I met with the budget committee for APL; Jennie, Jane A., Edell, Kathy, and Ray on Tuesday. We had a thorough discussion of the 2012 budget. I will use the input to write the budget which I will be sending to you in June.
2. **Joint Finance Committee Action.** A motion to restore BadgerLink funding of \$512,000 passed unanimously. Motions to retain Maintenance of Effort or roll it back failed on 8 to 8 votes. Motions to eliminate the 10% state aid cut failed on 5 to 11 votes. The Resource contracts are Children's Cooperative Book Center , UW ILL, Milwaukee ILL and the Newslane for the Blind – retained at a 10% cut.

### Mellanie Mercier

1. **AskAway.** The LSTA Advisory Committee has voted to defund the AskAway service. Libraries are being given until the end of 2011 to find alternate strategies for providing online reference service. WCFLS was paying \$1,700 annually for the AskAway service and Waukesha Public Library was providing two hours of live reference a week. In 2010, Waukesha County residents used the service 192 times.
2. **Vendor demos.** A reminder that we are having five automation system vendor demos later this month and early next month. The dates are on the WCFLS calendar as well as agendas for each vendor.

### Laurie Freund

1. **ReferenceUSA Training Sessions.** Our customer representative was in our area for a few days the last week in April. So, we took advantage of his time and had him show various groups of people how best to use this library online resource to a total of 44 people: eleven Workforce Development Center staff members, nine Business Alliance members, fifteen employees from various Waukesha County departments, and nine library staff members from WCFLS member libraries.
2. **May Continuing Education programs.**
  - **Take This Job & Love It!** We still have room for this 9:00 a.m., Tuesday, May 17th program at Muskego Public Library. This is geared for all staff members. If you or anyone at your library is interested in attending, please register by Friday, May 13 from the WCFLS website or go directly to the registration link:  
[www.wcfls.org/event-details.php?ID=244](http://www.wcfls.org/event-details.php?ID=244)
  - **Voicing Your Support: How You can Be an Effective Advocate for Your Library.** There is still time to register for this Monday, May 23, 9:00 a.m.- 12:00 p.m. program that will be held at Muskego Public Library. Learn effective ways you can communicate with governmental representatives regarding issues that affect your public library. Tony Driessen, Wisconsin Library Association Lobbyist, and Paul Nelson, Adj. Asst. Professor at UW-Madison and Interim Director for Menasha Public Library, will speak at this program. Former WCFLS trustee, Rep. Bill Kramer

(Rep.), and Sen. Lena Taylor (Dem.) are also invited to speak. This is a joint WCFLS and MCFLS program. We really need to have *at least one person from each library attend*—staff, trustee, Friends, etc. Library advocacy has never been more important than this year. You can register online from the WCFLS website or go directly to the registration link:

[www.wcfls.org/event-details.php?ID=3962](http://www.wcfls.org/event-details.php?ID=3962))

**or you can call the WCFLS Office at 262-896-8080.**

## Budget Report for May 2011 Meeting

We have received half of county revenues, 59% of State, and no funding for Café yet, although we expect the check from Waukesha this month. We have spent 34% of budgeted Fund 110 amounts, 50% of County amounts and just 2.4% of Café funds. Over all we have spent 43% of budgeted amounts and received 47% of budgeted revenues.

| Account                      | 2010 Revised Budget | To Date December 31, 2010 | 2011 Budget      | To Date March 31, 2011 | April 2009 to April 2010 | April 2010 to April 2011 |
|------------------------------|---------------------|---------------------------|------------------|------------------------|--------------------------|--------------------------|
| County - 105                 | 2,773,900           | 2,773,900                 | 2,856,440        | 1,428,792              | 1.0%                     | 2.9%                     |
| State & Interest -110        | 1,348,643           | 1,360,505                 | 1,437,472        | 846,616                | -6.2%                    | -1.5%                    |
| Other -115                   |                     |                           | 546,799          |                        |                          |                          |
| <b>Total Revenue</b>         | <b>4,122,543</b>    | <b>4,134,405</b>          | <b>4,840,711</b> | <b>2,275,408</b>       | <b>-1.9%</b>             | <b>1.2%</b>              |
| Library pymts - County 105   | 2,773,900           | 2,773,898                 | 2,856,440        | 1,428,792              | 1.0%                     | 2.9%                     |
| Personnel - 110              | 599,838             | 587,984                   | 612,813          | 157,622                | -4.4%                    | -4.5%                    |
| Operating - 110              | 657,319             | 664,621                   | 699,797          | 307,966                | 4.1%                     | -0.2%                    |
| Indirect -110                | 91,486              | 88,215                    | 91,791           | 27,989                 | 15.3%                    | -7.2%                    |
| Fund Balance Use             | 96,652              |                           | 50,000           |                        |                          |                          |
| Subtotal State - 110         | 1,445,295           | 1,340,819                 | 1,454,401        | 493,577                | 1.7%                     | -2.0%                    |
| CAFE -115                    |                     |                           | 115,205          | 2,813                  |                          |                          |
| <b>Total Expenditures</b>    | <b>4,219,195</b>    | <b>4,114,717</b>          | <b>4,426,046</b> | <b>1,925,182</b>       | <b>1.2%</b>              | <b>1.7%</b>              |
| Revenue over (under) expend. | (96,652)            | 19,688                    | 414,665          | 350,226                | -15.4%                   | -1.6%                    |
| Beginning Balance            | 418,980             | 418,980                   | 438,668          | 438,668                | 4.0%                     | 4.7%                     |
| Ending Balance               | 322,328             | 438,668                   | 853,333          | 788,894                | -5.9%                    | 1.8%                     |

# **WAUKESHA COUNTY FEDERATED LIBRARY SYSTEM**

## **April 2011 Board Minutes**

PRESENT: Richard Brandt, Marion Onesti, Gay Alberts Ruby, Fritz Ruf

ABSENT: Sharon Leair, Peter Wolff

EX OFFICIO: Tom Hennen, System Director; Jane Ameel, Resource Library Director, Nick Weber, APL Representative

OTHERS: Claudia Backus, Library Services Specialist; Bill Duckwitz, County Budget Analyst; Sandy Jaeger, System Secretary; Mellanie Mercier, Automation Coordinator

Gay Alberts Ruby, the President, called the meeting to order at 6:10 p.m. at the Waukesha Public Library. There were no comments from the public. A Ruf/Brandt motion to approve the minutes passed unanimously.

### **FINANCIAL REPORT AND ACTION ON THE BILLS**

Gay stated that the Board would consider the Fund 105, 110, and 115 Bill Lists together. A Ruf/Brandt motion to approve the Fund 105 Bill List for \$1,426,201.00, the Fund 110 Bill List for \$103,370.18, and the Fund 115 Bill List for \$2,424.50 passed unanimously.

Tom reported that WCFLS is on target with its budget. The Board has just approved \$1.4 million dollars in expenditures, which will draw down these accounts. We expect to receive our second state aid check by the end of April. Delivery costs are becoming a potential problem as gas prices rise. A Brandt/Ruf motion to receive and file the financial report passed unanimously.

### **REPORTS**

*APL Representative's Report:* Nick Weber reported that the library directors reviewed budgetary concerns, and talked about the Act 150 Library Planning committee and the possible impacts that might have. The CAFÉ Council met and reviewed New Berlin joining, as well as a potential shift to a new automated system. The Budget repair bill and Maintenance of Effort were major concerns.

*Resource Library Director's Report:* Jane Ameel reported that she was very pleased to transfer the baton of CAFÉ to Tom Hennen. The Waukesha library board approved a check to WCFLS for CAFÉ operating expenses for 2011. The Friends group received a gift of \$82,300. The Waukesha Park and Recreation Department brochure is featuring the library's summer reading

program “One World, Many Stories” in its center fold. For the first time, the library will try an adult summer reading program.

*WCFLS Staff Reports:* Claudia Backus reported that she has arranged 24 Summer Library Program reading incentive coupons. When arrangements are complete, Sandy will order them printed up, and Diane will send them out to the libraries. WCFLS is offering a legislative advocacy workshop called *Voicing Your Support* on May 23. Board members are strongly encouraged to attend.

Mellanie Mercier reported that a seven-member CAFÉ evaluation committee has been meeting. They sent out surveys to CAFÉ member libraries to get feedback on circulation, technical services, etc. to find out what the staff likes and does not like about our current software. Mellanie has also arranged demos of other software programs, including open source programs. Board members are invited to attend. The demos are on our website calendar.

*System Director's Report:* Tom reported that we are 18 days into the CAFÉ transition and things are going smoothly. Act 150 committee meetings have been going smoothly, which Tom attributes to Richard Brandt's leadership. National Public Radio interviewed the director of the Milwaukee Public Library for National Library Week - it was very positive and uplifting. Tom, with the assistance of an APL subcommittee, is starting to work on next year's budget. We are facing a 10% funding decrease for 2012 and flat funding for 2013, but we are in a better position than many other library systems. He thought we could manage it. It will not be painless, but it will not be devastating. Six percent of pensions will come off, though not until the restraining order is lifted. The budget will be presented to APL, and then to the WCFLS Board in June.

## **BUSINESS**

*CAFÉ Contracts:* Three further libraries have signed CAFÉ contracts with WCFLS: Hartland, Oconomowoc, and Pewaukee, and we are presenting them for WCFLS Board approval. That means that 15 members will have signed contracts on file with WCFLS. Tom thanked his whole staff for all the work they have done on these contracts. A Brandt/Onesti motion to approve CAFÉ contracts with the Hartland, Oconomowoc, and Pewaukee public libraries passed unanimously.

*WCFLS' Strategic Plan:* Tom noted that he had added page 7 to the strategic plan; other than that, he had only made minor changes. The document is in the County-required format. Board members mentioned several corrections to the document. The cover should say that the plan covers 2011 – 2013. The footer should say 2011 on all pages. On the first page, spell out “Waukesha County Federated Library System (WCFLS),” and use the acronym at will through the rest of the document. A Brandt/Ruf motion to approve the *Waukesha County Federated Library System Strategic Plan, 2011-2013* as corrected passed unanimously.

*New Issues:* Mellanie Mercier offered an E-reader demo. She passed around a Sony, a Nook, some iPads, and her Android phone for Board members to play with. WCFLS is doing over 100

checkouts a day for use by various devices. More and more people are asking librarians for assistance using their devices.

The Board decided to continue scheduling meetings to start at 6:00 p.m. during the May through October period when we are meeting at various libraries around the county.

The meeting adjourned at 7:00 p.m.

Minutes prepared by Sandy Jaeger  
SYSTEM SECRETARY

Respectfully Submitted:

Fritz Ruf  
BOARD SECRETARY